



# Career Plan of Study

Learner Name \_\_\_\_\_

Date \_\_\_\_\_

Learner Signature \_\_\_\_\_

Advisor Signature \_\_\_\_\_

Parent/Guardian Signature (if required) \_\_\_\_\_

*This plan of study should serve as a guide, along with other career planning materials, as you continue your career path. Courses listed within this plan are only recommended coursework and should be individualized to meet each learner's educational and career goals. All plans should meet high school graduation requirements as well as college entrance requirements.*

<b>High School</b>	<b>9<sup>th</sup> Grade</b>	<b>10<sup>th</sup> Grade</b>	<b>11<sup>th</sup> Grade</b>	<b>12<sup>th</sup> Grade</b>
	English I	English II	English III	English IV
	Algebra I or Geometry	Geometry or Algebra II	Algebra II, Trig or Statistics	Trigonometry, Pre-Calculus or Statistics
	Physical Science or Biology I	Biology I or Chemistry I	Chemistry, or Physics	Economics
	Geography/State History	World History	American History	Government
	<b>Required Courses/Electives</b> PE, Health, Art, Foreign Language, or Computer Technology  <b>Career Electives</b> Computer Applications Career Orientation	<b>Required Courses/Electives</b> PE, Health, Art, Foreign Language, or Computer Technology  <b>Career Electives</b> Adv. Computer Applications	<b>Additional High School Electives</b> Business Law Accounting I and II Computer Applications Computer Programming International Business	<b>Technology Center Electives</b> Business & Computer Technology Help Desk Analysis Business & Administration Services Accounting Services
<b>Post-Secondary</b>	<b>Technology Center</b>		<b>Community College</b>	<b>College/University</b>
	<input type="checkbox"/> Business & Computer Technology <input type="checkbox"/> Help Desk Analysis <input type="checkbox"/> Business & Administration Services <input type="checkbox"/> Accounting Services  For more information, visit <Insert an appropriate national/state Web site>		<input type="checkbox"/> Accounting <input type="checkbox"/> Business Communications <input type="checkbox"/> Human Resources Management <input type="checkbox"/> Administrative Assistant  For more information, visit <Insert an appropriate national/state Web site>	<input type="checkbox"/> Accounting <input type="checkbox"/> International Business <input type="checkbox"/> Market Management & Research <input type="checkbox"/> Operations, Management & Supervision  For more information, visit <Insert an appropriate national/state Web site>
<b>Career Enhancement Options</b>	<b>Work-Based Learning Options</b>		<b>Short-Term Training Options</b>	
	Job-Shadowing:  Internship/Mentorship:  On-The-Job Training:		<input type="checkbox"/> Certified Help Desk Analyst <input type="checkbox"/> Certified Administrative Manager <input type="checkbox"/> Microsoft Certified Professional <input type="checkbox"/> Business Plan Development <input type="checkbox"/> Entrepreneurship <input type="checkbox"/> Customer Service <input type="checkbox"/> Marketing, Advertising and Public Relations <input type="checkbox"/> Conversational Spanish	